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IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA

'	No.
Plaintiff,	<b>ORDER</b>
v.	
'	
Defendant.	

Pursuant to Rule 16(d) of the Federal Rules of Civil Procedure, a Final Pretrial Conference shall be held on \_\_\_\_\_ in Courtroom 603, Sandra Day O'Connor U.S. Federal Courthouse, 401 W. Washington St., Phoenix, Arizona 85003-2151. In preparation for this Final Pretrial Conference, it is hereby Ordered:

1. The attorneys who will be responsible for the trial of the case shall attend the Final Pretrial Conference.
2. The parties jointly shall prepare a Proposed Final Pretrial Order and shall lodge it with the Court no later than **4:00 p.m.** on (**3 business days prior**). Preparation and lodging of the Proposed Final Pretrial Order in accordance with the requirements of this Order shall be deemed to satisfy the disclosure requirements of Rule 26(a)(3) of the Federal Rules of Civil Procedure. The parties shall submit a copy of the Proposed Final Pretrial Order to the Court in Word format to [Christine.Boucher@azd.uscourts.gov](mailto:Christine.Boucher@azd.uscourts.gov).
3. The Proposed Final Pretrial Order shall include the information prescribed

1 in the Joint Proposed Final Pretrial Order form found at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under:  
2 (1) Judges' Information, (2) Orders, Forms and Procedures, and (3) David G. Campbell.  
3 Information shall not be set forth in the form of a question, but shall be presented in  
4 concise narrative statements.

5 4. The Court will not allow the parties to offer any exhibit, witness, or other  
6 evidence that was not disclosed in accordance with the provisions of this Order and the  
7 Federal Rules of Civil Procedure and listed in the Proposed Final Pretrial Order, except to  
8 prevent manifest injustice. Objections to witnesses and documents should also be listed.

9 5. The parties shall exchange drafts of the Proposed Final Pretrial Order no  
10 later than **14 days** before the submission deadline. The Plaintiff(s) shall have the burden  
11 of initiating communications concerning the Proposed Final Pretrial Order.

12 6. The parties shall (a) number and mark exhibits in accordance with the  
13 instructions found in Exhibit Marking Instructions at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under Judges  
14 and Courtrooms and Orders, Forms and Procedures (such numbers shall correspond to  
15 exhibits numbers listed in the Proposed Final Pretrial Order); (b) meet in person and  
16 exchange marked copies of all exhibits to be used at trial no later than **14 days** before the  
17 submission deadline for the Proposed Final Pretrial Order (any exhibit not marked and  
18 exchanged at this meeting shall be precluded at trial); and (c) eliminate any duplicate  
19 exhibits while meeting to exchange exhibits.

20 7. The parties shall file and serve all motions in limine no later than \_\_\_\_\_ (**3**  
21 **weeks prior**). Responses to motions in limine shall be filed on or before \_\_\_\_\_ **2 weeks**  
22 **prior**)\_\_\_\_\_. Each motion in limine shall include proposed language for the order  
23 in limine being sought from the Court, and the proposed language shall state with  
24 precision the evidence that is subject to the proposed order and the limitation or exclusion  
25 placed on the evidence. The motions and responses must be concise and shall not exceed  
26 three (3) pages in length. No replies shall be filed. Counsel shall be prepared to argue  
27 the merits of such motions at the Final Pretrial Conference.

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1           8.     If this case will be tried to a jury, the parties shall complete the following  
2 tasks by the time of the lodging of the Proposed Final Pretrial Order:

3           (a)     The parties shall file a stipulated description of the case to be read to  
4 the jury.

5           (b)     The parties shall jointly file a proposed set of voir dire questions.  
6 The voir dire questions shall be drafted in a neutral manner. To the extent possible, the  
7 parties shall stipulate to the proposed questions. If the parties have any disagreement  
8 about a particular question, they shall state the reason for their objection below the  
9 question. The parties shall also provide, for the purposes of voir dire, a joint master list of  
10 the names of every witness who may be called at trial.

11           (c)     The parties shall file proposed jury instructions in accordance with  
12 "Guidelines for Jury Instructions in Civil Cases" found at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under:  
13 (1) Judges and Courtrooms, (2) Orders, Forms and Procedures, and (3) David G.  
14 Campbell.

15           (d)     Each party shall file a proposed form of verdict, including any  
16 proposed special verdict forms or juror interrogatories.

17           (e)     The joint statement of the case, proposed voir dire questions,  
18 proposed jury instructions, and forms of verdict shall be submitted in Word format either  
19 by email to [Christine\\_Boucher@azd.uscourts.gov](mailto:Christine_Boucher@azd.uscourts.gov).

20           9.     If the case will be tried to the Court, each party shall lodge proposed  
21 findings of fact and conclusions of law with the Proposed Final Pretrial Order. The  
22 proposed findings of fact and conclusions of law shall also be submitted in Word format  
23 to [Christine\\_Boucher@azd.uscourts.gov](mailto:Christine_Boucher@azd.uscourts.gov).

24           10.    In order to facilitate the creation of an accurate record, the parties shall file  
25 a "Notice to Court Reporter" **one week before trial** containing the following information  
26 that may be used at trial:

27           (a)     Proper names, including those of witnesses.

28           (b)     Acronyms.

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- (c) Geographic locations.
- (d) Technical (including medical) terms, names or jargon.
- (e) Case names and citations.
- (f) Pronunciation of unusual or difficult words or names.

11. The parties shall be prepared to advise the Court at the Final Pretrial Conference of the status of settlement discussions. Should settlement be reached at any time, the parties promptly shall file a Notice of Settlement with the Clerk of the Court.

12. Counsel shall review Judge Campbell's statement of Trial Conduct and Decorum before the Final Pretrial Conference. A copy can be found on the Court's website at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under: (1) Judges and Courtrooms, (2) Orders, Forms and Procedures, and (3) David G. Campbell.

13. Full and complete compliance with this Order shall be required by the Court.